



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, *Division Director*
Kimberly Golden Brandt, *Director*

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: August 19, 2021
RE: Changes to the County's Rural Historic Preservation Grant Program

Issue:

Does the Commission recommend the suggested changes to the Rural Historic Preservation Grant Program be presented to County Executive Gardner?

Background and Discussion:

A subcommittee of the Historic Preservation Committee met to discuss potential improvements to the County's Rural Historic Preservation Grant Program. This program's guidelines were approved by the County Council in the fall of 2020 and applications opened December 1, 2020. The first year of the program received ten eligible applications and eight were awarded funding.

The subcommittee focused on three areas: the application process, the scoring criteria, and the grant review process. Suggested changes to the guidelines and application are included in the attached document ([Attachment 1](#)). Below are suggested changes to the process of the program.

Application Process

- Instead of presenting all requests for determination of eligibility to the Commission, Staff can administratively determine if a property designated to the National Register of Historic Places would be eligible for the County Register. If Staff is uncertain regarding the eligibility of the Nationally designated property, the determination will be made by the Commission at their next meeting. All other properties will be reviewed by the Commission for a determination of eligibility.
- Applicants will be strongly encouraged to pre-consult with Staff on the project prior to submitting a complete application.

Review Process

- Consider adding a third-party reviewer to the subcommittee grant review such as a former Commission member.
- Convene the subcommittee for two meetings, the first to discuss the applications and the scores and the second to finalize the rankings.
- After the first subcommittee discussion meeting, any questions from the reviewers regarding an application can be sent to the applicant for an answer.
- Provide the ranking breakdown by criteria and not as one final score.

The suggested changes to the Rural Historic Preservation Grant Program that the Commission recommends will be forwarded to the County Executive for her consideration.

Attachment

Attachment 1: Suggested Changes to the Rural Historic Preservation Grant Program Guidelines and Application

Frederick County ~~Rural~~ Historic Preservation Grant Guidelines

Commented [WA1]: Note that Staff does not support changing the name of the program but rather points be added to those properties that are located in a defined rural area

INTRODUCTION: The purpose of the Frederick County Rural Historic Preservation Grant Program is to assist in the protection, preservation, and enhancement of Frederick County's rural historic properties through the award of historic preservation grants. Eligible properties are those located in unincorporated areas of the County. The size of an individual grant can be up to \$50,000.

DEADLINE. The application period is open once per year for a three month period. Applications will be reviewed by staff for errors and omissions. Applicants will have the opportunity to submit a revised final application a month after the deadline. An application must be submitted by the deadline in order for a final application to be considered. No new applications will be considered after the deadline.

ELIGIBLE APPLICANTS. Eligible applicants include individual property owners and Non-profit organizations. Applicants must not have outstanding County permit or zoning violations or Historic Preservation Commission violations.

ELIGIBLE PROPERTIES. Eligible properties must be located in unincorporated areas of Frederick County and must be designated on the County Register of Historic Places or a contributing resource in a County designated Historic District or ~~determined to be eligible for County Register designation by the Historic Preservation Commission for County Register designation, listed in the National Register individually or as a contributing property in a National Register District, or determined to be eligible by the Maryland Historical Trust for National Register designation.~~

If the property or district is currently not designated to the County Register of Historic Places, a determination of eligibility must be made by the Historic Preservation Commission prior to applying for the grant. This letter of determination must be included with the application.

INELIGIBLE PROPERTIES. Properties that do not meet the Eligible Properties criteria; *or* properties with outstanding County permit or zoning violations or Historic Preservation Commission violations; *or* prior grant awardees who have remaining unexpended grant funds.

DESIGNATION. If the property is awarded a grant, the property will be required to be designated, if not designated already, per Chapter 1-23-6 of the Frederick County Code to the County Register. County Register properties are subject to Chapter 1-23-7 of the County Code, wherein exterior changes must be reviewed and approved by the Frederick County HPC.

ELIGIBLE ACTIVITIES. Grants will be awarded for stabilization, rehabilitation, restoration, and/or preservation to the exterior of a historic property. The project must contribute to preserving the features of the building that make it eligible for designation on the County Register. Projects that are primarily routine maintenance will **not** be given priority or score highly. Painting is generally considered to be routine maintenance.

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Commented [WA2]: Staff added this clarification after the subcommittee meeting

INELIGIBLE ACTIVITIES. Ineligible activities include previously completed work or work that is underway, new construction, landscaping with the exception of historic, man-made objects or features (such as stone walls or fences), and projects that do not conform to the Secretary of the Interior's *Standards for Treatment of Historic Properties*.

STANDARDS. All work must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* <https://www.nps.gov/tps/standards/htm> (or see Appendix 1, page 10).

ELIGIBLE EXPENSES. Eligible expenses are those expenses directly associated with the stabilization, rehabilitation, restoration, or preservation of the property.

INELIGIBLE EXPENSES. Ineligible expenses are those expenses associated with predevelopment costs necessary to prepare the application such as fees for architectural plans and/or structural and/or condition assessments or expenses not directly associated with the approved scope of work or County permit fees.

Commented [WA3]: Staff added after the subcommittee meeting

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COMPETITIVE SELECTION CRITERIA. The information provided by the applicant in the application is used to evaluate and select projects for funding. See pages 5-6 for a detailed description of how applications are scored and how to address these scoring criteria.

MATCH. A match is encouraged but not required. Inclusion of a match will be considered during the evaluation and selection process. In-kind matches of labor and materials are permitted.

GRANT AGREEMENT. Successful applicants will be required to sign a grant agreement detailing the total award amount, scope of work that defines the final project products, expenses eligible for grant funding, and any additional obligations on behalf of the awardee.

DISBURSEMENT. An initial disbursement of 25% to 50% of the grant funds, to be determined by the Historic Preservation Commission, will be awarded at the signing of the grant agreement. At 50% completion of the project, an additional 25% of the grant funds can be disbursed upon receipt of paid invoices. The remainder of the award will be released upon project completion and delivery of financial receipts and photo-documentation. All work is subject to inspection by Frederick County staff. If project costs are less than the award, the balance will be absorbed back into the program.

TIME FRAME. Applications will be accepted from December 1 to February 26. Revised final applications are due March 31, 2021. Final applications will be reviewed and ranked by a subcommittee of the Historic Preservation Commission during April. Award recommendations will be presented to the full Commission for approval at ~~the a~~ regular ~~May~~ meeting and forwarded to the County Executive. ~~The County Executive will determine the award amounts. With the County Executive's approval, award recommendations will be presented to the County Council to approve final funding decisions in June.~~ Award recipients will be notified and grant agreements executed following approval by the Historic Preservation Commission of the Certificate of Appropriateness. Projects must be completed within two years of the date the grant agreement is executed. Extensions to complete the project may be requested.

Commented [WA4]: These changes were not part of the subcommittee meeting but were added by Staff for clarification.

LICENSES. Grant-funded work must be performed by licensed contractors. Contractors must have demonstrated preservation skills and/or experience as applicable.

CITATION. Any materials or publicity produced in relation to the project must include the following citation for capital grants: "Funding for this project was provided by Frederick County Government, as recommended by -the Frederick County Historic Preservation Commission."

COMPETITIVE SELECTION CRITERIA. The information provided by the applicant in the application is used to evaluate and select projects for funding. The following criteria will be used to rate and rank projects for funding on a competitive basis. A maximum of ~~400~~ 105 points is available. Applicants would not address criteria in shaded boxes.

HISTORIC PROPERTY 0-40 <u>0-50</u> points		
<p>Historic and cultural Significance of the resource(s) To what extent will the project rehabilitate or restore districts, sites, buildings, or objects significant in the prehistory, history, archeology, architecture, engineering, or culture of the County, State, or Nation? Is it a rare survivor? Does it have unusual or unique features that will be preserved as part of this project? What is the historical and cultural significance of the property? Does it have local, state, or national significance? Does it contribute to a district? For example, a property with low to medium significance at a local level would score lower than a property with high significance at the local and state and/or national level.</p>	<p>Urgency of need for financial assistance Is the property at risk because of development or deferred maintenance? Is there a special window of opportunity for the applicant to rehabilitate this property? Is it critical to the operation of the property? Is it an immediate need that, without repair of the feature, complete deterioration or failure will happen quickly occur rapidly? <u>A property at risk of collapse, for example, could be scored at 40</u> <u>15 points.</u></p>	<p>County Register Property Properties already listed <u>designated</u> on the County Register of Historic Places or as a contributing resource in a County designated historic district will receive five points.</p>
0-10 points	0-40 <u>0-15</u> points	0 or 5 points
<p>Diversity of resource types Extent to which the property would expand the diversity of resource types within the current funding cycle. <i>For example, if applicant pool is mostly houses but one consists of a barn, the barn application would score 5 points.</i></p>	<p>Equitable countywide distribution of funds Extent to which the project would contribute to the equitable geographic distribution of the grant funds across the County within the current funding year. <i>If most grant awards or applications have been received from southern part of the county but one or two applications are from the northern and eastern parts of the county, then those two applications could score 5 points.</i></p>	<p>Continued use of resource Historic resource has an identified use and will not be left vacant.</p>

Commented [WA5]: Staff added for clarification after subcommittee meeting

0-5 points	0-5 points	0-5 points
Property Located in a Rural Area Property is located within a rural area defined as an area not located within an Urbanized Area or Urban Cluster per the US Census Bureau.		
0 or 5 points		

Commented [WA6]: Staff made a determination to utilize the US Census Bureau definition of rural
<https://mtgis-portal.geo.census.gov/arcgis/apps/MapSeries/index.html?appid=49cd4bc9c8eb444ab51218c1d5001ef6>

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PROJECT 0-40-45 points		
Retention of historically significant material or details If the property has more extensive and/or original materials, features, and finishes, is extra effort being expended in their retention? <u>How well does the project contribute to preserving the features of the building that make it eligible for designation to the County Register?</u> For example, if the project involves retaining all the original materials in the resource, then the maximum number of points should be awarded versus a project that calls for the majority of materials to be replaced.	Provision for long-term resource preservation Will this project provide long-term protection of the resource? <u>Will the project stabilize a failed structural component, such as a frame, foundation, or roof, or will it address extensive damage or deterioration over a large portion of the building?</u> For example, if the project will stabilize or weatherize a resource and protect it from further deterioration, then it should receive the maximum number of points.	Leverages funding from other sources Does the applicant provide a match from personal sources or, for non-profits, from donations or other grant sources? Is the match in-kind and does it adequately reflect costs?
0-15 points	0-15 points	0-5 points
Realistic and feasible budget Does the budget provide enough detail and rationale to complete the project?		
0-5-10 points		

PROJECT MANAGEMENT 0-20-10 points
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Readiness to initiate and complete the project Can the project begin and finish on schedule?	Administrative capability Does the applicant demonstrate a thoughtful and orderly approach to organizing information? Is the proposed project well-presented and does it meet the goals of the program?
0- 10 <u>5</u> points	0- 10 <u>5</u> points

FREDERICK COUNTY
FY2021 RURAL HISTORIC PRESERVATION GRANT APPLICATION

Due: February 26, 2021

Instructions

Please refer to the *Frederick County Rural Historic Preservation Grant Program Application Instructions* **before** completing the application. The instructions contain directions to help you respond to each section below and detail what information is required. The instructions are available online or you may request a paper copy by sending an email to AWhitmore@FrederickCountyMD.gov or by calling 301-600-1147.

Filing Instructions

You **MUST FILE** a complete application for your grant application to be reviewed. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** listed on page 7 of this form.
3. Submit this form and all corresponding materials **BY EMAIL** to RuralHPGrant@frederickcountymd.gov or **BY MAIL** to:

Livable Frederick Planning & Design Office
30 North Market Street, 3rd Floor
Frederick, Maryland 21701
ATTN: Amanda Whitmore

Historic Property

Historic Name: _____

Street Address: _____

Building Information

Date(s) of Construction (can be approximate): _____

Building Type:

☐ House ☐ Barn ☐ Springhouse ☐ Church ☐ School ☐ Other _____

Is the building listed in the County Register of Historic Places?

☐ Yes ☐ No, but determined eligible ☐ No

Is the building listed in the National Register of Historic Places?

☐ Yes ☐ No, but determined eligible ☐ No

Applicant Contact Information

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner Information (if different from applicant)

Contact Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Project Description: Provide a succinct description of your project in the space provided.

Describe the historical and cultural significance of the resource(s). 0-10 points

Describe the project's urgency of need for financial assistance. 0-10 points

Describe how historically significant material or ~~details~~ features will be ~~retained~~ preserved in the project. 0-15 points

Describe the provision for long-term resource preservation inherent in the project. 0-15 points

Describe your readiness to initiate and complete the project. 0-~~10~~ 5 points

Describe your administrative capability. 0-10 ~~5~~ points

Budget: Provide a work item/cost breakdown of your proposed project. See the instructions on how to complete the table. Attach contractor estimate(s) with your application. 0-10 points

		APPLICANT CONTRIBUTION		
WORK ITEM	GRANT	CASH	IN-KIND	TOTAL COST
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Amount of funding requested: \$_____ (\$50,000 max request amount)

Matching Amount Summary: List all sources of matching funding below.

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SOURCE: AMOUNT: \$

SOURCE: AMOUNT: \$

SOURCE: AMOUNT: \$

SOURCE: AMOUNT: \$

TOTAL AMOUNT OF MATCHING FUNDING: \$

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Grantee Experience: In the last five years, has rehabilitation work on this building been funded with a State Historic Preservation Grant or received State rehabilitation tax credits? If yes, please list the year and grant project (if applicable).

☐ Yes ☐ No

Required Attachments

The following attachments are **required** with the grant application. See the *Frederick County Rural Historic Preservation Grant Program Application Instructions* for a full description of each item.

1. **Contractor Estimate(s)**
2. **Photographs:** Include no more than 20 images in .jpeg format that adequately document the property and project. Photos should be submitted digitally or via mail on a flash drive. Label and date every image. See Instructions, page 11, for how to include and format your photographs.
3. **Determination of Eligibility (DOE) Proof:** Provide a letter of determination from the Frederick County Historic Preservation Commission for listing on the County Register of Historic Place if not already listed and/or provide the DOE form from the State regarding National Register eligibility.
4. **Proof of non-profit status** (for non-profit, tax-exempt organizations)
IRS 501 (c)(3) certification is preferred.
5. **OPTIONAL** Applicable preservation plans, reports, evaluations, or maintenance plans.

Certification

If you are submitting your application via **EMAIL** you must check the box below to certify your application.

☐ I am submitting this Application digitally. I am applying for a 2021 Frederick County Rural Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing Frederick County to accept the submittal for review and potential award. I hereby certify that I will comply with the conditions set forth in this application and the instructions. In the event grant assistance is received, I agree to the conditions and procedures outlined in this application and the Frederick County Rural Historic Preservation Grant Program Guidelines, specifically the requirement for Historic Site Designation and oversight of the project by Frederick County staff.

I further understand that upon submission to the County, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the County upon receipt by the County.

Applications must be submitted via e-mail to RuralHPGrant@frederickcountymd.gov by midnight February 26, 2021.

If you are submitting a **PAPER COPY** of the application you must sign and enter the date in the box below. Do **NOT** bind your application and include a flash drive of your photographs.

Applications must be postmarked by 4:00 p.m. on February 26, 2021.

☐ By signing this application, I certify I am applying for a 2021 Frederick County Rural Historic Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing Frederick County to accept the submittal for review and potential award. I hereby certify that I will comply with the conditions set forth in this application and the instructions. In the event grant assistance is received, I agree to the conditions and procedures outlined in this application and the Frederick County Rural Historic Preservation Grant Program Guidelines, specifically the requirement for Historic Site Designation and oversight of the project by Frederick County staff.

I further understand that upon submission to the County, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the County upon receipt by the County.

Applicant Name:	
Signature:	Date: (mm/dd/yyyy)

*Livable Frederick Planning & Design Office
 Attention: Amanda Whitmore
 30 North Market Street, 3rd Floor
 Frederick, MD 21701*